

# Seminole County

## Classification Description

Classification Title: Senior Staff Assistant (Solid Waste Management)

Class Code: 5318

EEO Code: F

FLSA: Non-exempt

Revision Date: May 2010

### General Statement of Job

General administrative and clerical work in support of an office or work section.

### Essential Functions

***Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.***

Provide secretarial support to various committees. Coordinate meetings and advise office staff of conferences and appointments. Maintain files, office records, and official records. Assemble and research materials from files and records to prepare reports. Provide administrative support in the operation and maintenance of the Central Transfer Station. Maintain personnel data and complete personnel forms. Open and distribute mail.

Oversee the paperwork processes for the Community Service Workers program. This includes monitoring court order community service hours performed by probationers, maintaining records and reporting to Probation on progress of the offenders, creation and distribution of correspondence, timecards and time sheets, as well as preparing periodic reports.

Coordinate maintenance issues and construction projects for work performed at the facilities.

Cross train with other clerical staff so that adequate coverage is maintained in the office.

### Minimum Qualifications

High School Diploma or GED supplemented by course work in typing and business practices, and two (2) years' experience in administrative support or a clerical support position. Ability to type 35 correct words per minute. A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

### Special Requirements

Knowledge of business English, spelling, punctuation, arithmetic, and modern office practices and procedures to include record keeping methods. Ability to maintain records and filing systems in an orderly and consistent manner. Ability to work independently in carrying out assignments to completion. Ability to handle telephone communications in a courteous manner. Skilled in the use and care of standard office machines including scanning. Skilled in typing documents for communications and correspondence.

### **Technical Requirements**

Skilled in the use of personal computers and Microsoft Word; proficient in Excel, knowledge of Access and Power Point software programs.

### **Working Conditions**

The work environment for this position is a general office setting. The incumbent performs most job duties either sitting at a desk, table or workstation. Incumbents in this position would be exposed to radiant energy from a personal computer.